

ADMINISTRATIVE SERVICES DIRECTOR

Reports To: City Manager

FLSA: Exempt

Supervises: Administrative Services Staff

Position Description

Under the general direction of, and at will to the City Manager, the Administrative Services Director oversees the City's financial services and plans, organizes and directs the internal administrative activities of the City. This includes the maintenance and monitoring of financial and accounting systems, preparation and analysis of complete financial statements, personnel, employee benefits and contract administration, data processing, treasury functions and preparation of the Town's operating and capital budgets. The Director supervises a staff of two and is a key member of the Town's executive management team.

Examples of Duties

- Plans, organizes and directs all financial management services including accounting, accounts payable, accounts receivable, cash receipting, financial planning, investments and record-keeping.
- Oversees the preparation and maintenance of payroll and personnel records, including all government reports and the regular disbursement of payrolls on a semi-monthly basis.
- Collects and analyzes financial and other data; prepares or reviews and approves statistical, financial and narrative reports; prepares and submits various financial reports required by law; coordinates timing and assists with financial audits.
- Plans and recommends the Town's operating and capital budget processes; provides financial data to departments for budget planning; analyzes budget requests and prepares reports and recommendations; participates in the management review of the budget and the Town's reserve levels; presents budgets to the City Council; and administers the approved budget.
- Oversees the general administrative functions of the City including personnel, employee relations, contract administration, data processing and support functions for the general organization.
- Works with the City Manager to develop and manage employee classification, recruitment, employee relations and benefit programs.

- As Treasurer for the Town, plans and administers the investment of idle funds; coordinates transactions with financial institutions; prepares periodic reports to the City Council of the investment program as prescribed by law.
- Reviews, evaluates and recommends improvements to the City's administrative and internal control systems and procedures; ensures compliance with audit findings.
- Works with other municipal, county, state and federal agencies on various financial and other issues.

Abilities:

- Knowledge of the principles and practices of municipal accounting and financial reporting.
- Ability to manage and invest the Town's funds.
- Ability to organize and administer operating and capital improvement budgets.
- Ability to compile, review and analyze financial data from a variety of resources.
- Ability to organize and direct staff in the financial and administrative services of the Town.
- Ability to establish and maintain effective working relationships with Town officials, the public and other governmental officials.
- Ability to operate a personal computer, including word processing and database management, and other office equipment, including copy and fax machines and telephone equipment.

Qualifications:

- Graduation from an accredited four year college or university, with major course work in business, public administration, and/or related fields.
- Five years of progressively responsible accounting experience, with at least 3 years experience in municipal accounting.
- Familiarity with computer networks; experience in computer applications used for accounting and other administrative functions.
- Knowledge of methods and practices of personnel management and employee relations.
- Possession of a valid Class C California driver license.